NEW JERSEY STATE DEPARTMENT OF EDUCATION

N E W J E R S E Y

T E A C H E R C E R T I F I C A T I O N

I N F O R M A T I O N S Y S T E M

TECHNICAL MANUAL, OPERATING INSTRUCTIONS, & DEFINITIONS

Division Teacher and Leader
Effectiveness Office of Certification and
Induction
September 28, 2018

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INTRODUCTION. Welcome to the new Teacher Certification Information System (TCIS). This online application has been designed for access from a remote personal computer (PC) via the Internet that will allow users to:

- Update your mailing address;
- Update other identification information;
- Apply for a Certificate of Eligibility;
- Apply for a Certificate of Eligibility with Advanced Standing;
- Apply for Standard certification;
- Apply for a Charter School Certification
- Submit a name change, social security number correction, and a date of birth correction.
- Remit any fees via credit card;
- View the status of your applications for certification; and
- View your New Jersey certifications and examination results.

ASSISTANCE. For technical assistance questions regarding accessing the TCIS, please send a brief email describing the problem you have encountered to TCIStechassist@doe.nj.gov . Please be sure to identify your PC's operating system (e.g., Microsoft Windows or IOS) and Internet browser (e.g., Internet Explorer 11 or higher, Google Chrome, Firefox, or Safari and another Internet Service Provider such as AOL).

APPLICANT CHECKLIST

YOUR APPLICATION WILL NOT BE DATED AS COMPLETE AND SENT TO AN EXAMINER FOR REVIEW UNTIL ALL REQUIRED DOCUMENTATION IS RECEIVED.

This checklist has been designed as an aid to facilitate applying for state certification. Depending on whether you apply for a new certificate or a name change to an existing certificate, you will be required to complete the processes indicated and/or provide the required attachments to your application.

For New Certificate:

___Submit payment online by credit card only. TCIS Online Application

___Verification of Program Completion, if applicable (Click here to download). Also, see Guidelines for Verification of Program Completion form

___ Copy of out-of-state certificates (if any).

___ For an instructional certificate, Original Record of Professional Experience form signed by the appropriate school district official, documenting your years of full-time experience, in a sealed envelope. (Click here to download)

___Letter should include your full or part-time status, specific assignment and dates of employment. See Guidelines for Letters of Employment Experience

___Official college transcript(s) sent with degree conferral and cumulative grade point average (GPA) listed on the transcript.

___ If your academic studies were completed in another country, submit a credentials evaluation from an approved evaluation service in the United States that includes degree equivalency, semester-hour equivalent of each area of college-level study, and the cumulative baccalaureate and advanced degree GPA's.

___ Take any applicable Praxis II: Subject Assessment/Specialty Area test(s). Test registration procedures registration form and other information are available through the Praxis Web Site at www.ets.org/praxis, the School Leadership Series Web Site at www.ets.org/sls, or the Basic Skills Assessment. Online registration is also available. More information can also be found here: https://www.nj.gov/education/license/praxis/

___ Physiology and Hygiene**:** Applicants applying for instructional certification must pass an examination in physiology and hygiene, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as human biology, health or nutrition.

APPLICANT
CHECKLIST (cont.)

Please be advised that that there is a test requirement for most instructional endorsements, for the Speech- language Specialist endorsement and for the Principal and School Administrator endorsements. No certificates can be issued without a passing score on the required test. Candidates must meet the score in effect at the time of application and determination of certificate eligibility. Scores are subject to change without notice. It is the candidate's responsibility to review the testing requirements information available on the NJDOE website.

For a Name Change on the Certificate:

- Apply online and submit payment online by credit card only. ($20 Fee)
- Complete and mail the Name Change Request Form.

For a Social Security Record Change Request:

- Apply online. (NO Fee)
- Complete and mail the Social Security Record Change Request Form.

For a Date of Birth Record Update Request

- Apply online. (NO Fee)
- Complete and mail the Date of Birth Record Update Request Form.

TEACHER CERTIFICATION INFORMATION SYSTEM

TECHNICAL MANUAL

COMPUTER HARDWARE / SOFTWARE REQUIREMENTS.

In order to access the department's Teacher Certification Information System (TCIS) you will need the following:

- A personal computer (PC) running Microsoft Windows or IOS with Internet access. An Internet browser, such as Internet Explorer (IE) or Safari, is also needed. The browser is software that allows you to view pages on the World Wide Web. Supported browsers are IE 11.0 or higher, Safari, Chrome and Firefox. Best viewed with resolution 1024/768 pixels.

- A stand-alone printer connected to your PC.

CONVENTIONS / TIPS

Correcting data entry errors. If you make an error in entering any of the requested information, you may use the mouse to move the cursor to the box with the error and use the BACKSPACE key to erase your entry. You may also use the RESET button at the bottom of the "New User Registration" page.

Use of RESET button. Clicking the RESET button at any point during your online session where displayed will erase all the information appearing on the screen.

Forgot your password? If you have forgotten the password you previously selected, click on the "Forgot Your Password" button at the bottom of the Log-In screen. The Reset Password screen appears. Enter your email address. This address should be the same as that which you entered when you first registered for access to the online system. Once entered, click the CONTINUE button.

You will be prompted to enter the response to the "Secret Question" that you selected and responded to when you first registered. Click on the SUBMIT button. If your response is accepted, the Profile Settings screen appears with the message that your reset password will be emailed to you. Once you enter the system with your new password, you can change your password (see the left column menu) to one that you can remember more easily.

New password requirements:

New Password Requirements:

1. Must contain one digit from 0-9.
2. Must contain one lower case character.
3. Must contain one upper case character.
4. Must contain one special symbol such as @,#,$,%
5. Must be at least 8 characters but no more than 16 characters.
6. New Password cannot be same as old password.

Web-page navigation. In order move between web-pages that display the information residing in the online system, simply click on a sidebar heading at the left of the screen.
ACCESSING THE TEACHER CERTIFICATION INFORMATION SYSTEM.

LOGGING-IN PROCEDURE.

1. Turn on your PC. Select your internet browser (e.g., Internet Explorer or Safari. See COMPUTER HARDWARE/SOFTWARE REQUIREMENTS on Page 2) from the desktop or programs screen.

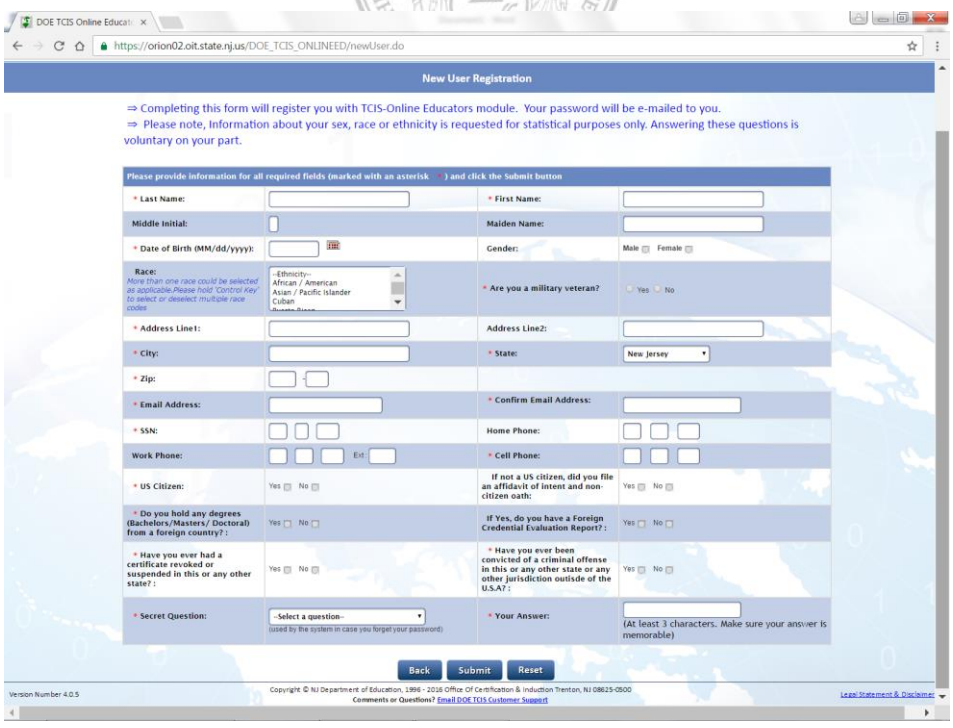
2. Enter the web-site address exactly as shown below on the address line of your browser and click "Go." – The address is case sensitive, and please note that there are 'underscore' characters between DOE and TCIS and between TCIS and ONLINEED/login.jsp. OR click the address below: (ctrl + click)

   https://www20.state.nj.us/DOE_TCIS_ONLINEED/

   The Log-In screen of the Teacher Certification Information System is shown.

For new or first time users.

1. Click on the "New Users Must Register First" message above the box containing the User ID and Password fields. This will take you to the "New User Registration" screen.



2. Enter the requested information.

   PLEASE NOTE THAT ENTERING ANY REQUESTED INFORMATION ABOUT SEX, RACE, AND ETHNICITY IS VOLUNTARY ON YOUR PART AND IS REQUESTED ONLY FOR AFFIRMATIVE ACTION PURPOSES.

   Once all the information has been entered, review your responses for accuracy. Correct any error using the above instructions. YOU MUST ENSURE THAT YOUR SOCIAL SECURITY NUMBER (SSN) IS CORRECT. IF YOU ENTER AN INCORRECT NUMBER, YOU WILL LATER BE REFUSED ADMISSION TO THE SYSTEM AND WILL HAVE TO FILE A SSN CHANGE FORM. THIS FORM IS AVAILABLE AT THE OFFICE'S WEBSITE, AT:

   https://nj.gov/education/license/forms.htm

   If your information is correct, click on the SUBMIT button at the bottom of the screen. If after clicking SUBMIT you are returned to the same registration page, check both the bottom and the top of the page for error messages that would indicate missing or incorrect information.

   Date of birth error. Some users, especially those who received a certificate prior to 1992, may receive a message at the bottom of the page that their "date of birth" is missing or does not agree with the date in our system, which will prevent them from successfully registering. The error message will contain a link to a form that can be used to correct a date of birth in the system. Once the date of birth has been corrected, these users will be able to successfully complete the registration process. Date of birth error form:

   https://www.nj.gov/education/license/forms/dob.pdf

   ⇒ Error saving your information! If you obtained your first certificate prior to 1992, your date of birth is probably not in the system. To correct a date of birth error, you must mail in a notarized change form. The form can be found at: http://www.nj.gov/njded/educators/license/forms/dob.pdf

3. Following submission, your User ID and Password will be emailed to the email address you entered. Be sure to note this information for later use.

4. Once you retrieve your User ID and Password, at the Log-In screen enter your User ID (your email address). Next, enter your Password. As the password is

case sensitive, please enter it exactly as it appears in your email.

5. Click on the LOGIN button at the bottom of the screen. The welcome screen to the "Teacher Certification Information System Online" appears.

6. Once you are able to login, it is recommended that you change your password to something that will be easy for you to remember. From the sidebar options to the left of the screen, click on the "Change Password" button. You will be prompted to enter the old password that you received via email. Following entry and verification of a new password of your choosing, click the "Submit" button. A message will appear indicating that your password has been changed. Be sure to make a note of the password as you need it to access the TCIS in the future.

For existing users. Go to:

https://www20.state.nj.us/DOE_TCIS_ONLINEED/

1. At this Log-In screen, enter your User ID (your email address). Next, enter your Password. Users who did not change their password following their initial login are advised to enter the password exactly as it appeared in your email. Users who elected to change their password following their initial login should enter the password they selected.

2. Click on the LOGIN button at the bottom of the screen. The welcome screen to the "Teacher Certification Information System Online" appears.

TEACHER CERTIFICATION INFORMATION SYSTEM

OPERATING INSTRUCTIONS

SECTION OVERVIEW.

WELCOME TO TEACHER CERTIFICATION INFORMATION ONLINE page. This page allows the user to view information residing in the system and to perform a variety of functions.

In the sidebar menu on the left of the page, you will see the following headings (links):

- User Manual (upper right hand corner)
- Home
- Apply Online
- Pay Balance Owed
- Profile Settings
- Current Credentials
- Prior Credentials
- Application Status
- Education Summary
- Experience Summary
- Test Scores
- Change Password
- Logout

In order to select a specific function, use the mouse to move the arrow to that heading, where a pointing hand will appear. Click on the heading. The selected function screen will appear.

SECTION DESCRIPTIONS.

Home. Enables the user to get back to the main screen of the application.

APPLY ONLINE. Enables the user to submit online: an application for a new certificate or request a name change for an existing certificate. The system also allows users to remit any fees associated with the requested services via online payment by credit card.

PLEASE SEE PAGES 11-12 FOR A FULL DESCRIPTION OF THIS FUNCTION.

Pay Balance Owed. Enables the user to pay any amount needed for the application.

PROFILE SETTINGS. Displays User ID and assigned Tracking Number. Also includes current identification and contact information and allows the user to correct or update this information. In order to change any of the information included in your profile, click edit at the bottom of the page. Once corrected, click the SUBMIT button on the bottom of the page to update your profile (Do not use the BACK button on your browser).

Items preceded by an asterisk (*) are required. Items about sex, race and ethnicity are voluntary and are requested only for affirmative action purposes. Social security number, date of birth, and name are greyed out and are not allowed to be changed by the user.

CURRENT CREDENTIALS. Displays the present licensing credentials that the user is recognized as holding. Includes the user's name and tracking number, the certificate identification code, the type of certificate issued, the title of the endorsement, the date the certificate was issued, and the expiration date for any certificate listed. This web page is read-only. Please refer to the Glossary at the end of this manual for definitions.

Displays certificate ID number, certificate type, endorsement code and title, date issued (*month and year*), and date of expiration (*month and year*).

PRIOR CREDENTIALS. Shows past licensing credentials held by the user that are no longer valid. This web page is read-only.

Displays certificate ID number, certificate type, endorsement code and title, date issued (*month and year*), and date of expiration (*month and year*).

APPLICATION STATUS. Enables the user to check the status of an application for certification that was submitted previously. Please note to scroll to the right to view the full record. This web page is read-only.

Displays the applicant's name, the application number, the date that the application was received in the Office of Licensure and Credentials, the type of request, the type of certificate, the code and title of the endorsement, the status of the application, and any comments or notes that may be attached to the record. To view the notes, click on the VIEW option.

EDUCATION SUMMARY. Displays colleges or universities attended as reported by the user. Includes name of institution, the state in which it is located, type of degree pursued, and year in which the degree was conferred. Users will be able to view and update these records. The Licensing Office confirms this information upon receipt of transcripts.

EXPERIENCE SUMMARY. Shows last three positions held as reported by the user. Includes position, title, a brief description, beginning and end dates, name of employer, and state where the employment occurred. Users will be able to view and update these records.

TEST SCORES. Shows the various test results (e.g., Praxis) that have been received by the Office of Licensure and Credentials from test contractor on behalf of the user.

Includes the applicant's name and tracking number, the test code and exam type, the score achieved, the passing score for this particular exam, and the date that the test was taken. This web page is read-only.

CHANGE PASSWORD. This feature allows the user to change the password required to access the system. Once you receive the password issued by the system via email and access the TCIS for the first time, it is recommended that you change the password to an entry that you will easily remember.

Displays the User ID (which cannot be changed) and requires input of the old password, the new password, and verification of the new password. Once completed, click on the SUBMIT button to update your password information.

LOGOUT. Clicking on this item will exit the user from the system and return the user to the TCIS main web page.

ERROR MESSAGES. The following is a list of possible error messages that may occur during the operation and data entry process.

The error messages are listed in the sequence that they may be encountered by the user. See Appendix E (at end of manual) for a full list of the error code descriptions.

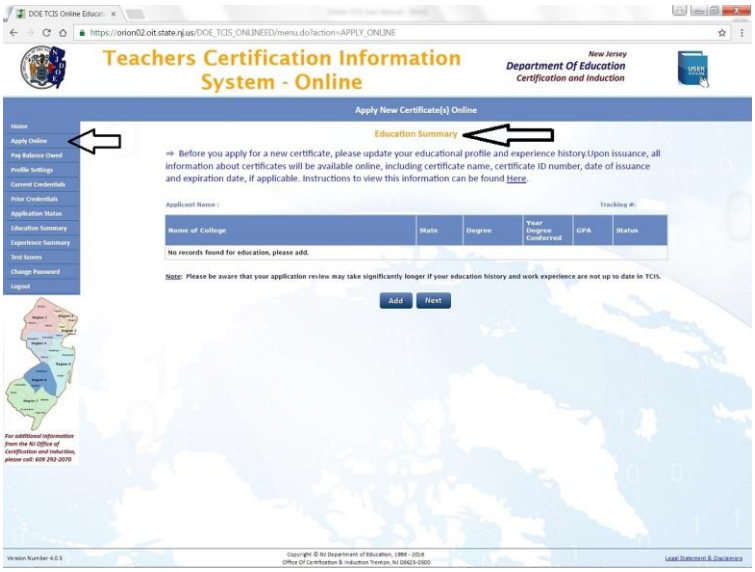
- For new or first time users, you are required to register. Clicking on this link will result in the *New User Page* appearing. If you enter any of the information incorrectly or leave a required field blank, you will be prompted to enter the correct information. Next, if you change and personalize your password as recommended, all potential error messages appear on the *Change Password Page*.

- For users who have already registered for access to the TCIS, any input errors will appear at the *Register Login Page*.

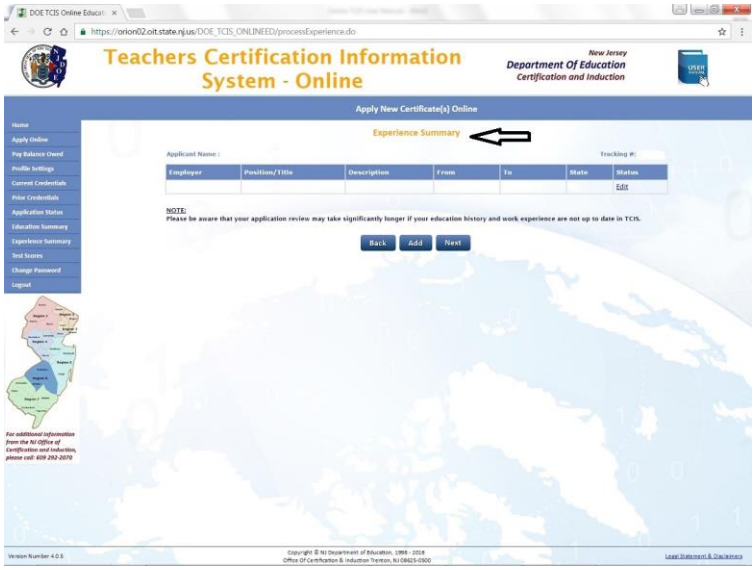
APPLY ONLINE PROCESS – DESCRIBED IN DETAIL Introduction

Login at: https://www20.state.nj.us/DOE_TCIS_ONLINEED/

Education Summary. Click add to update education then click next OR just click next to skip.

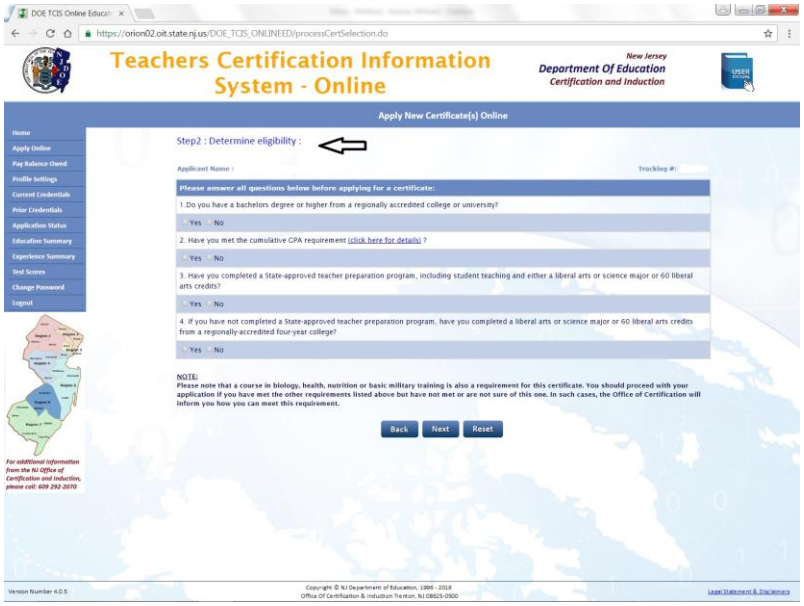


Experience Summary. Click add to update experience then click next OR just click next to skip.

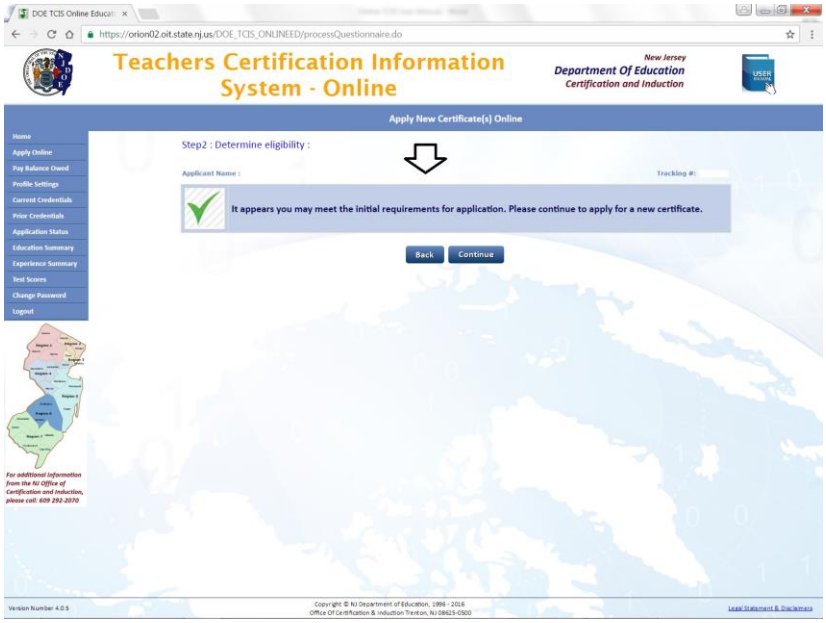


- **Step 1. Choose a general certification area.** Select one of the choices offered.
    - Instructional
        - Preschool Through Grade 3 (P-3)
        - Elementary School Through Grade 6 (K-6)
        - Middle School (To be eligible, applicant must first hold a CE, CEAS, or Standard Instructional certificate in another area)
        - Academic Subject Matter Specialization (eg. Math, Biology, English, Special Education, etc.)
        - Career and Technical Education
    - Administrative (Principal, Supervisor, School administrator, School Business Administrator)
    - Educational Services (eg. School Nurse, School Counselors, etc.)

- **Step 2. Determine your eligibility.** Based on your selection in Step 1, this page presents questions about your college or work preparation, grade point average (GPA), and so forth that determine your basic eligibility for the certificate. You must answer all questions. Please note that a high Praxis test score may offset a borderline low GPA. Please visit: https://nj.gov/education/license/gpa.htm for information regarding test requirements and GPA flexibility.

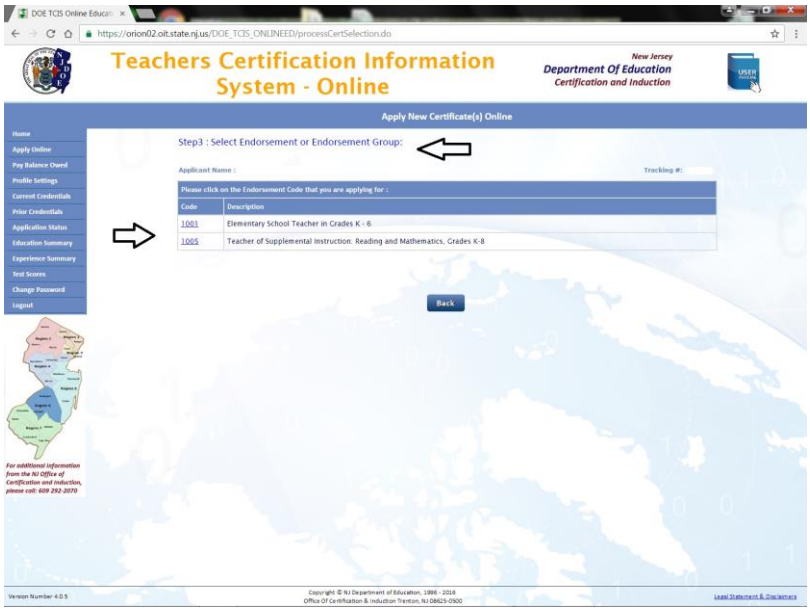


- **Step 2a. Results of eligibility screening**. Based on your answers in Step 2, this page will either allow you to proceed or will tell you why you do not qualify for a New Jersey certificate.

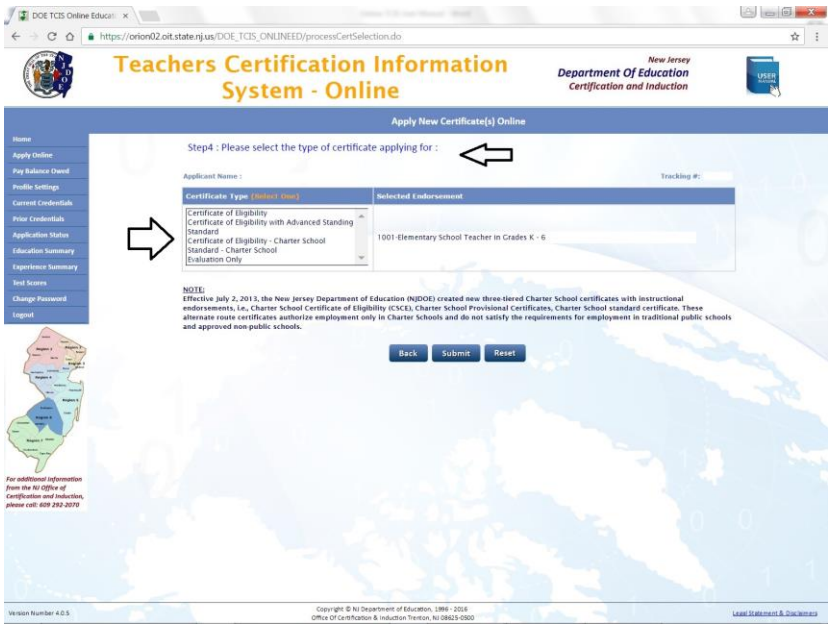


If you are allowed to proceed:

- **Step 3. Select an endorsement code.** This page will ask you to select an "endorsement code", i.e. subject area, for the certificate you seek.



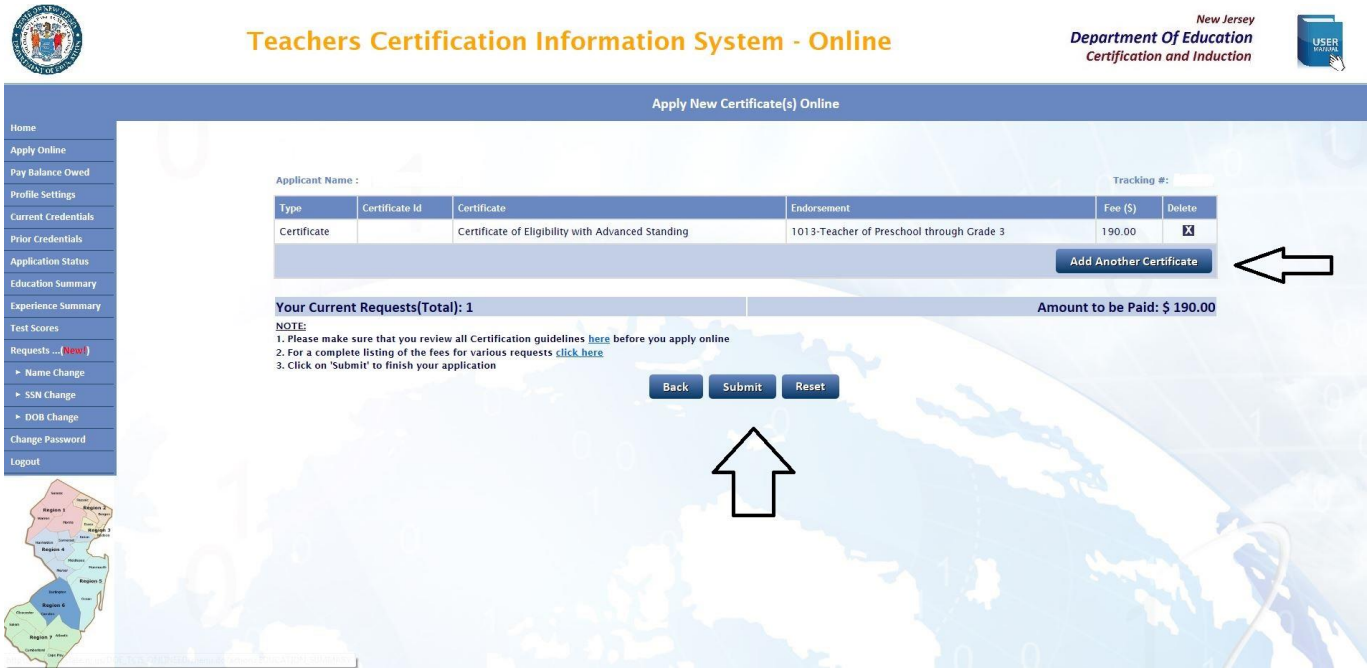
Step 4. Choose the certificate type. This page asks you to select the level of certificate you seek: Certificate of Eligibility, Certificate of Eligibility with Advanced Standing, Standard, Charter School Certificates, and Evaluations. (See Glossary and Appendix B at the end of this manual.)



- **Step 5. You have now returned to the "Apply Online" page.** There, you may elect to apply for another certificate or elect to finish your application by clicking SUBMIT.

    - **Step 5a (optional).** If you want an additional certificate, simply click on "Add Another Certificate" and repeat Steps 1 through 5 again until you have applied for all the certificates you want.

    - **Step 5b (required).** As described above, to finish an application for one or more certificates, click on "SUBMIT" from the apply online page.



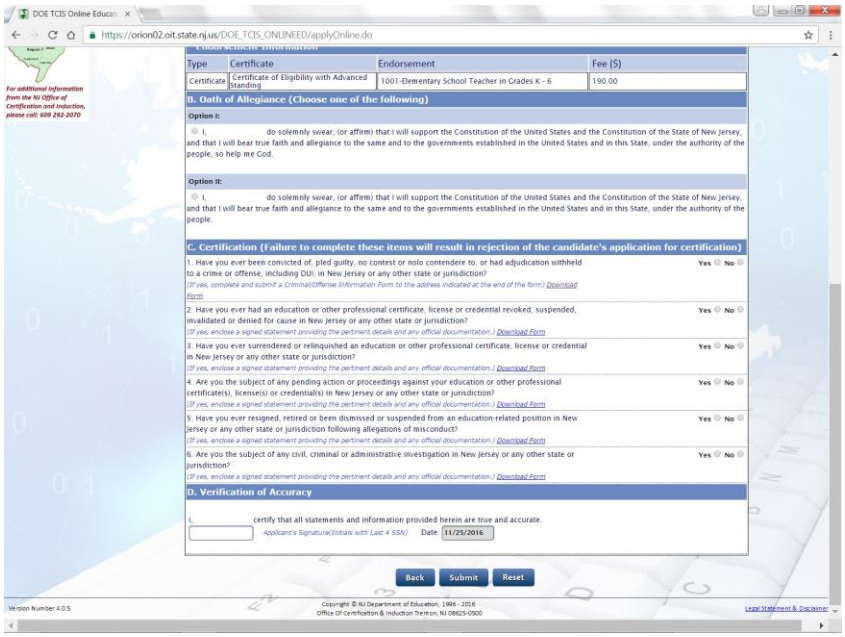
Step 6. Oath of Allegiance.

Section A. Verify all your information is correct.

Section B. Choose Option I or Option II.

Section C. Answer Questions 1-6. (If you answer "yes" to any of the questions there is a link on the line for the form you need to mail us)

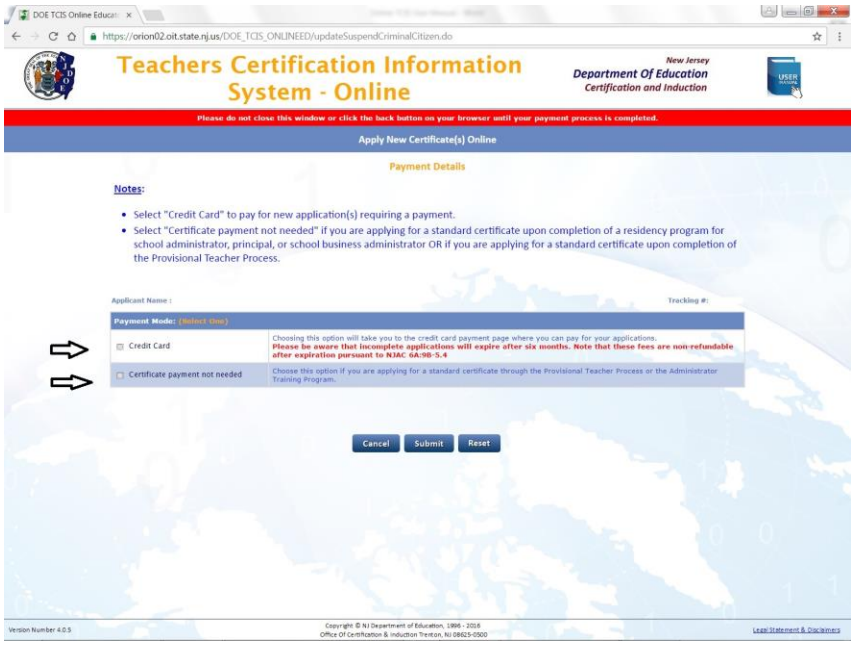
Section D. Verify your oath is correct. Enter your initials and last 4 digits of your social security number.

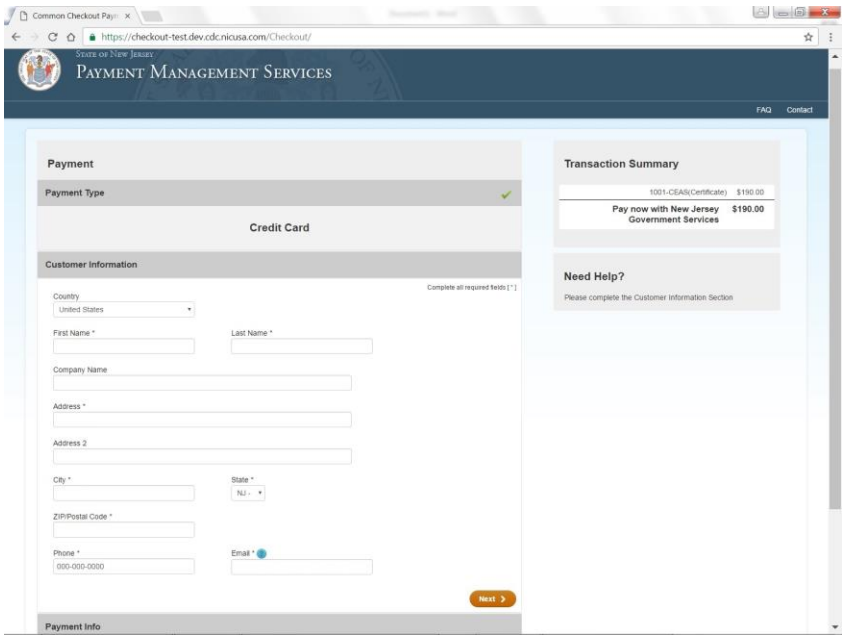


Step 7. Payment registry.

- **Step 7a. Payment by Credit Card**. Select Credit Card and click submit. Verify your mailing address is correct and click next. Enter your credit card information and click next. Verify all your information is correct and click submit payment. Wait for payment to be submitted. You should get a payment confirmation page. If you do not receive a confirmation page please e-mail TcisTechAssist@doe.nj.gov with a screen shot of the error message.

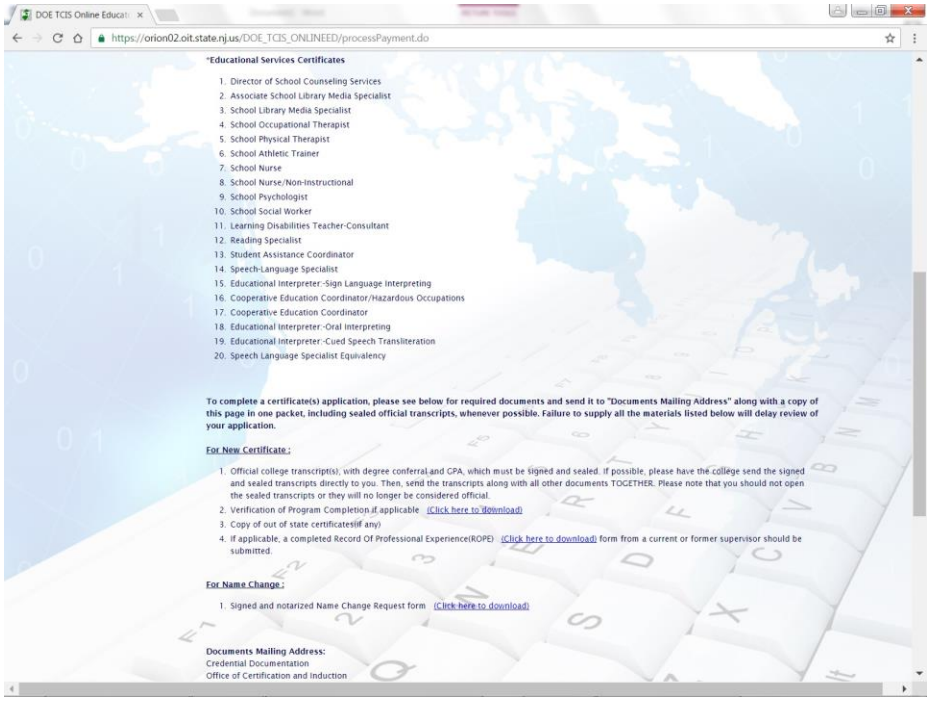
  Step 7b. Certificate Payment Not Needed. Select and click submit. You will get a confirmation page.

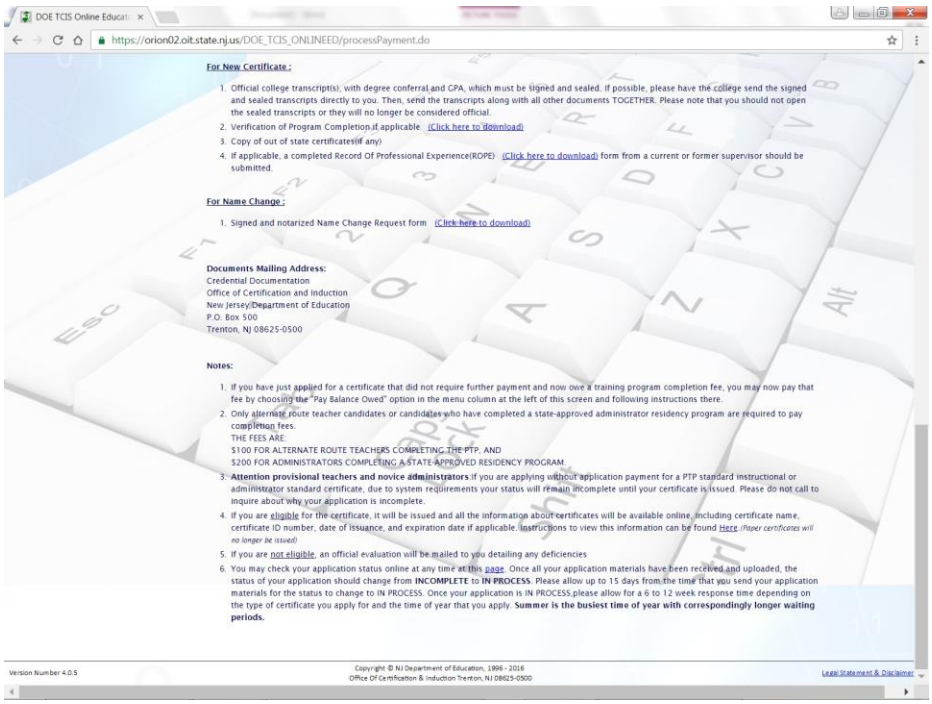




- **Step 8. Confirmation Page. Please remember to read and follow all instructions on this page carefully. Appendix A reproduces this page. Specifically:**

    - Remember to make payments online. Checks and money orders are no longer accepted by this office for these licensing services.
    - Remember to send in all required documentation.
    - Remember to click on the links for forms that you may need to print, fill out, and send in.
    - Open the printer-friendly version of this page by using the link at the upper right. Print this page for your records. This page lists your tracking number, application number, and social security number at the top. You may need all of these numbers if you contact our office for information.


DOE TCIS Online Educati
https://orion02.oit.state.nj.us/DOE_TCIS_ONLINEED/processPayment.do
*Educational Services Certificates
1. Director of School Counseling Services
2. Associate School Library Media Specialist
3. School Library Media Specialist
4. School Occupational Therapist
5. School Physical Therapist
6. School Athletic Trainer
7. School Nurse
8. School Nurse/Non-Instructional
9. School Psychologist
10. School Social Worker
11. Learning Disabilities Teacher-Consultant
12. Reading Specialist
13. Student Assistance Coordinator
14. Speech-Language Specialist
15. Educational Interpreter-Sign Language Interpreting
16. Cooperative Education Coordinator/Hazardous Occupations
17. Cooperative Education Coordinator
18. Educational Interpreter-Oral Interpreting
19. Educational Interpreter-Cued Speech Transliteration
20. Speech Language Specialist Equivalency
To complete a certificate(s) application, please see below for required documents and send it to "Documents Mailing Address" along with a copy of this page in one packet, including sealed official transcripts, whenever possible. Failure to supply all the materials listed below will delay review of your application.
For New Certificate :
1. Official college transcript(s), with degree conferral and GPA, which must be signed and sealed. If possible, please have the college send the signed and sealed transcripts directly to you. Then, send the transcripts along with all other documents TOGETHER. Please note that you should not open the sealed transcripts or they will no longer be considered official.
2. Verification of Program Completion if applicable (Click here to download)
3. Copy of out of state certificates(if any)
4. If applicable, a completed Record Of Professional Experience(ROPE) (Click here to download) form from a current or former supervisor should be submitted.
For Name Change :
1. Signed and notarized Name Change Request form (Click here to download)
Documents Mailing Address:
Credential Documentation
Office of Certification and Induction


DOE TCIS Online Educati
https://orion02.oit.state.nj.us/DOE_TCIS_ONLINEED/processPayment.do
For New Certificate :
1. Official college transcript(s), with degree conferral and GPA, which must be signed and sealed. If possible, please have the college send the signed and sealed transcripts directly to you. Then, send the transcripts along with all other documents TOGETHER. Please note that you should not open the sealed transcripts or they will no longer be considered official.
2. Verification of Program Completion if applicable (Click here to download)
3. Copy of out of state certificates(if any)
4. If applicable, a completed Record Of Professional Experience(ROPE) (Click here to download) form from a current or former supervisor should be submitted.
For Name Change :
1. Signed and notarized Name Change Request form (Click here to download)
Documents Mailing Address:
Credential Documentation
Office of Certification and Induction
New Jersey Department of Education
P.O. Box 500
Trenton, NJ 08625-0500
Notes:
1. If you have just applied for a certificate that did not require further payment and now owe a training program completion fee, you may now pay that fee by choosing the "Pay Balance Owed" option in the menu column at the left of this screen and following instructions there.
2. Only alternate route teacher candidates or candidates who have completed a state-approved administrator residency program are required to pay completion fees.
THE FEES ARE:
$100 FOR ALTERNATE ROUTE TEACHERS COMPLETING THE PTP, AND
$200 FOR ADMINISTRATORS COMPLETING A STATE-APPROVED RESIDENCY PROGRAM.
3. Attention provisional teachers and novice administrators:If you are applying without application payment for a PTP standard instructional or administrator standard certificate, due to system requirements your status will remain incomplete until your certificate is issued. Please do not call to inquire about why your application is incomplete.
4. If you are eligible for the certificate, it will be issued and all the information about certificates will be available online, including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Instructions to view this information can be found Here (Paper certificates will no longer be issued)
5. If you are not eligible, an official evaluation will be mailed to you detailing any deficiencies
6. You may check your application status online at any time at this page. Once all your application materials have been received and uploaded, the status of your application should change from INCOMPLETE to IN PROCESS. Please allow up to 15 days from the time that you send your application materials for the status to change to IN PROCESS. Once your application is IN PROCESS,please allow for a 6 to 12 week response time depending on the type of certificate you apply for and the time of year that you apply. Summer is the busiest time of year with correspondingly longer waiting periods.
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Office Of Certification & Induction Trenton, NJ 08625-0500
Legal Statement & Disclaimer

Appendix A

"CONFIRMATION PAGE" – REQUIRED DOCUMENTATION

Depending on whether you apply for a new certificate or a name change, you will be required to attach the following items to your application, if they apply, and send them to DOE. Official transcripts are sent to us directly by your college(s). The lists below are as they appear on the actual page.

For New Certificate:

Before your certificate can be issued, you must complete the survey (your survey link). **This survey is only for initial teacher certification.** You are exempt from the survey if you are applying for an administrative or educational services certificate*.

The purpose of the survey is to gather data about your level of satisfaction with your educator preparation program as well as to better understand how well you feel you are prepared for the role of classroom teacher. Your input will provide information to the New Jersey Department of Education as well as educator preparation programs in New Jersey to inform changes to our profession. This survey is a requirement as part of the process towards receiving certification and must be completed before the certificate is issued.

The survey consists of multiple choice questions and should not take more than 15-20 minutes to complete.

All individual information obtained in this study will remain strictly confidential. Responses to this survey will be aggregated and not be reported to your preparation program in a way that identifies the survey taker by name. Additionally, no part of what you report in this survey will be used to evaluate any teacher candidate.

1. Official college transcript(s), with degree conferral and GPA, which must be signed and sealed. If possible, please have the college send the signed and sealed transcripts directly to you. Then, send the transcripts along with all other documents TOGETHER. Please note that you should not open the sealed transcripts or they will no longer be considered official.
2. Verification of Program Completion if applicable (Click here to download)
3. Copy of out of state certificates(if any)
4. If applicable, a completed Record of Professional Experience (ROPE) (Click here to download) form from a current or former supervisor should be submitted.

For Name Change:

1. Signed and notarized Name Change Request form (Click here to download)

Documents Mailing Address:
Credential Documentation
Office of Certification and Induction
New Jersey Department of Education
P.O. Box 500
Trenton, NJ 08625-0500

Notes:

1. If you have just applied for a certificate that did not require further payment and now owe a training program completion fee, you may now pay that fee by choosing the "Pay Balance Owed" option in the menu column at the left of this screen and following instructions there.
2. Only alternate route teacher candidates or candidates who have completed a state-approved administrator residency program are required to pay completion fees.
   THE FEES ARE:
   $100 FOR ALTERNATE ROUTE TEACHERS COMPLETING THE PTP, AND
   $200 FOR ADMINISTRATORS COMPLETING A STATE-APPROVED RESIDENCY PROGRAM.
3. **Attention provisional teachers and novice administrators**: If you are applying without application payment for a PTP standard instructional or administrator standard certificate, due to system requirements your status will remain incomplete until your certificate is issued. Please do not call to inquire about why your application is incomplete.
4. If you are eligible for the certificate, it will be issued and all the information about certificates will be available online, including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Instructions to view this information can be found Here.*(Paper certificates will no longer be issued)*
5. If you are not eligible, an official evaluation will be mailed to you detailing any deficiencies
6. You may check your application status online at any time at this page. Once all your application materials have been received and uploaded, the status of your application should change from **INCOMPLETE** to **IN PROCESS**. Please allow up to 15 days from the time that you send your application materials for the status to change to IN PROCESS. Once your application is IN PROCESS, please allow for a 6 to 12 week response time depending on the type of certificate you apply for and the time of year that you apply. **Summer is the busiest time of year with correspondingly longer waiting periods.**

Appendix B

OVERVIEW OF CERTIFICATION IN NEW JERSEY

Definitions

There is a wide variety of endorsements available in New Jersey. The following terms should help the applicant when seeking employment in the state.

- **CERTIFICATE** means one of three types of credentials that the Board of Examiners issues which permits an individual to serve as a teaching staff member.

  - Instructional
  - Educational Services
  - Administrative

  The Board of Examiners will issue a separate endorsement for each subject area that falls under a specific type of certificate. The endorsement shall be considered part of that certificate.

- **ENDORSEMENT** means the specific subject area in which a certificate holder is authorized to serve.

New Jersey's Three-Step Certification Process for Novice Educators

STEP 1: Establishing eligibility – Certificate of Eligibility and Certificate of Eligibility with Advanced Standing

Certificate of Eligibility (CE): a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements for certification. The CE permits the applicant to seek and accept employment in positions requiring certification.

- or -

Certificate of Eligibility with Advanced Standing (CEAS): a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements and traditional professional preparation programs (including student teaching), for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.

General Requirements for a CE or CEAS teaching certificate (excluding career and technical teaching certificates) – Specific endorsement requirements such as tests, required study, and other requirements will vary greatly from certificate to certificate. Please see https://nj.gov/education/license/certandend.htm for details. In general, however, the requirements include:

1. Bachelor's degree from a regionally accredited college or university.

2. Baccalaureate (bachelor's) degree, approved post-baccalaureate program or advanced degree cumulative grade point average (GPA) of at least 2.75, when a 4.0 equals an A grade for candidates graduating prior to September 1, 2016; a GPA of at least 3.0 for candidates graduating September 1, 2016 or later.

3. Passing score in Praxis II and other tests as required for each specific certificate.

4. Completion of endorsement study requirements.
   See https://nj.gov/education/license/certandend.htm for details.

5. Completion of the physiology and hygiene requirement by one of several routes.
   See https://nj.gov/education/license/certandend.htm for details.

STEP 2: Legalizing Employment and Induction – Provisional Certificate

Provisional Certificate: a two-year certificate issued to candidates who have met the requirements for initial employment (holder of a CE or CEAS) and are employed and part of a state-approved district training program or residency leading to standard certification.

STEP 3: Becoming Permanently Certified – Standard Certification

Standard Certificate: a permanent certificate issued to persons who have met all certification requirements.

Requirements for a Standard Instructional Certificate

1. Hold a CE or CEAS and a Provisional certificate; and

2. Successfully complete the Provisional Teacher Program (induction/mentoring for alternate route or traditionally prepared first-year teachers) and be recommended for standard certificate by your building principal;

OR

1. Complete a state approved college teacher preparation program and at least two effective years of teaching within three consecutive years of the last four calendar years**,** as documented by The ROPE (Record of Professional Experience) form filled out by applicant's supervisor or appropriate district representative under a valid out-of-state license. https://nj.gov/education/license/forms/ROPE.pdf

Reciprocity

For reciprocity details, see https://nj.gov/education/license/out/index.html

Additional Types of Certificates/Credentials

In addition to the certificate of eligibility, the provisional certificate and the standard certificate, the following are available.

- **Emergency Certificate**: a substandard one-year license issued only in limited fields of educational services.

- **Educational Services Provisional Certificate:** may be issued to an educational services who does not meet all New Jersey requirements but who has at least one year, but less than three years, of successful full-time experience, or the equivalent, in another state under that state's standard certificate authorizing such a service, if that service occurs within the seven years immediately prior to application for the New Jersey certificate.

- **Substitute Credential**: allows the holder to temporarily perform the duties of a fully licensed and regularly employed teacher. Substitute credentials are issued through the county offices. http://www.nj.gov/education/counties/

Appendix C

New Jersey State Department of Education
Office of Licensure and Credentials

FEE SCHEDULE: N.J.A.C. 6A:9-5.4

Effective January 8, 2008

The fee schedule below shall be in addition to any tuition and fees that institutions of higher education may charge for courses and credits offered in connection with State approved training programs. **The fees, except as stated, are nonrefundable**.

1. For each **certificate of eligibility** and **certificate of eligibility with advanced standing**, which includes the issuance of the **provisional certificate** and **standard certificate** requiring a test: $190.00

2. For each **certificate of eligibility** and **certificate of eligibility with advanced standing**, which includes the issuance of the **Provisional certificate** and **standard certificate not requiring a test**: $170.00

3. For each **emergency certificate**: $ 95.00

4. For each **county substitute credential**: $ 125.00

5. For each **renewal** of an emergency or provisional certificate: $ 70.00

6. For each **standard certificate requiring a test**: $ 115.00

7. For each **standard certificate not requiring a test**: $ 95.00

8. For each **evaluation of credentials** to determine eligibility to take a particular state certification examination or to obtain information concerning qualifications for certification: $ 70.00

9. For each letter the office sends in response to a candidate's written request **verifying test scores** that are no longer available from the testing company: $ 25.00

10. **Administrative fee for all School Leaders** (e.g., Principals, Assistant Principals, Vice-Principals, Directors, Assistant Superintendents, and Superintendents) who complete residency programs: $ 200.00

11**. Upon completion of a State-approved alternate route formal instruction program** for holders of an instructional CE, a one-time administrative fee - $100.00; and

12. For each **provisional educational services certificate** - $75.00.

13. For **name change** in TCIS $20.00

Appendix D

GLOSSARY

"Accreditation" means an institution that has a professional education unit and has completed successfully a review process by a national professional organization recognized by the Council on Higher Education Accreditation and approved by the Commissioner. The institution must meet state, professional and institutional standards as determined by a review of its individual programs and overall capacity to prepare education professionals. This review is substantiated through a site visit to the institution by a team of education professionals trained to assess educator preparation programs.

"Agency" means a Department-approved international agency that recruits foreign teachers for New Jersey school districts in subject areas that the State Board has defined as having a critical shortage.

"ALJ" means an administrative law judge assigned by the Director of the Office of Administrative Law to preside over contested cases pursuant to N.J.S.A. 52:14F-1 et seq.

"Alternate route" means a non-traditional teacher preparation program.

"Approved agency" shall mean an entity which is approved by the State and provides services to nonpublic school students in accordance with N.J.S.A. 18A:46A-1 et seq.

"Approved program" means a Department-approved planned program of professional preparation for educators at an institution of higher education.

"Authorization" means any requirement, other than a teaching certificate, established by the State or Federal government or by a profession that allows an individual to engage in the practice of that profession.

"Board of Examiners" means the New Jersey State Board of Examiners.

"CCCS" means the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8.

"Career and technical education" means organized educational activities that offer a sequence of courses (which may include structured learning experiences) providing students with the rigorous academic and technical knowledge and skills required to prepare for postsecondary education or training and for careers in emerging and established professions; that may lead to technical skill proficiency, a credential, a certificate, or a degree; and that include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurships.

"Career and technical education professional education program" means a training program that includes the essential knowledge and skills regarding the delivery of career and technical education programs that is provided to all novice career and technical education teachers as part of their State-approved district training programs during the first year of teaching in New Jersey.

"Certificate" means one of three types of credentials, instructional, educational services and administrative, that the Board of Examiners issues which permits an individual to serve as a teaching staff member. The Board of Examiners will issue a separate endorsement for each subject area that falls under a specific type of certificate. The endorsement shall be considered part of that certificate.

"Certificate of Eligibility" (CE) means a credential with lifetime validity issued to persons who have completed degree, academic study and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in positions requiring certification.

"Certificate of advanced study in educational administration and supervision" means a post-masters college or university program, minimum of 24 graduate semester-hour credits, that prepares school leaders with the knowledge, skills and dispositions to be an effective school leader. The program results in out-of-State certification as a principal or superintendent and in a Certificate of Advanced Study in School Leadership from the college or university.

"Certificate of Eligibility with Advanced Standing" (CEAS) means a credential with lifetime validity issued to persons who have completed degree, academic study, applicable test requirements and traditional professional preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.

"Coherent sequence of courses" means a sequence of at least 30 semester-hour credits of college level coursework in a subject field that includes study at the introductory, intermediate and advanced levels.

"Commissioner" means the Commissioner of Education or the Commissioner's designee.

"Consortium" means a joint sponsorship between one or more public school districts and a college or university providing formal instruction to provisional teachers.

"Department" means the New Jersey State Department of Education.

"District boards of education" means all providers of publicly-funded preschool, elementary, secondary, and adult high school education programs, including county vocational school districts, educational services commissions, jointure commissions, charter schools, regional day schools, adult high schools, county special services school districts, the Marie H. Katzenbach School for the Deaf, the Department of Human Services, the Department of Corrections, the Juvenile Justice Commission, and approved private schools for the disabled whose staff hold appropriate certificates.

"Dual content major" means any college major that combines two of the Core Curriculum Content Standards.

"Early Childhood Program Expectations" means the standards set forth in N.J.A.C. 6A:8-2.1(a)3.

"Education preparation program" means a program approved by the Commissioner to prepare individuals for educator certification.

"Educational technology" means the implementation of technology as an integral part of the instructional process across all curriculum areas that supports a learner centered environment.

"Endorsement" means the specific subject area in which a certificate holder is authorized to serve.

"Executive county superintendent" means an executive county superintendent of schools pursuant to N.J.S.A. 18A:7-1.

"Field experience" means a course designed to permit preservice students to engage in observation of teachers in a classroom setting and to assume some level of teaching responsibility that shall take place prior to the culminating student teaching experience.

"Formal instruction" means a Department-approved planned program of professional preparation for holders of certificates of eligibility which is located at a regional training center site operated by a school district, school district consortium or institution of higher education.

"Full-time teaching" means the equivalent of 900 clock-hours of teaching per year.
"GPA" means grade point average.

"IEP" means an individualized education program. It is a written plan developed at a meeting pursuant to N.J.A.C. 6A:14-2.3 which sets forth present levels of performance, measurable annual goals and short-term objectives or benchmarks and describes an integrated, sequential program of individually designed instructional activities and related services necessary for a student with disabilities to achieve the stated goals and objectives. This plan shall establish the rationale for the student's educational placement, serve as the basis for program implementation and comply with the mandates set forth in N.J.A.C. 6A:14.

"Interdisciplinary major" means any college major that combines two or more academic, scientific or artistic disciplines, permitting students to explore an area of interest from several perspectives.

"Liberal arts major" means any college major such as philosophy, history, literature, sociology or world language that is intended primarily to provide general knowledge and to develop an individual's general intellectual capacities to reason and evaluate, as opposed to professional or vocational skills.

"North American Industry Classification System (NAICS) code is an economic classification system based on groups of goods and services that use similar or identical production processes.
"Novice teacher" means any full-time or part-time teacher who has not completed one year of full-time teaching under a valid State teaching certificate.

"Mentor teacher" means a New Jersey certified experienced teacher who is assigned to provide support and guidance to a novice teacher.

"NASDTEC" means the National Association of State Directors of Teacher Education and Certification.

"NCATE" means the National Council for the Accreditation of Teacher Education. NCATE is a national professional accrediting body for educator preparation.

"Non-public school" means an elementary or secondary school within the State, other than a public school, offering education for grades kindergarten through 12, or any combination thereof, wherein any child may legally fulfill compulsory school attendance requirements and which complies with the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352). For purposes of this chapter, preschools licensed by the Division of Youth and Family Services that are not under contract to provide services to Abbott districts shall be considered non-public schools.

"Novice teacher" means any full-time or part-time teacher who has not completed one year of full-time teaching under a valid State teaching certificate.

"OAL" means the Office of Administrative Law established pursuant to N.J.S.A. 52:14F-1 et seq.

"Official transcript" means either a paper or electronic transcript certified as official by the originating, regionally-accredited institution of higher education or a Department-recognized foreign credentialing agency.

"Office" means the office within the Department that is assigned to provide staff support to the State Board of Examiners in the exercise of its statutory and regulatory responsibilities.

"Paraprofessional" means a school aide or classroom aide who assists appropriately certified personnel with the supervision of pupil activities.

"Practicum" means a course of study designed especially for the preparation of educational services candidates that involves the practical application of previously studied theory under the supervision of college/university faculty. As part of the practicum, candidates write diagnostic and instructional reports.

"Professional Development Committee" means the local committee established by the district board of education pursuant to N.J.A.C. 6A:9-15.3(d) to plan and implement local district professional development programs.

"Professional development standards" means the standards that govern the creation and review of district professional development plans and guide teachers in the selection of professional development activities.

"Professional Standards for School Leaders" means the knowledge, skills and dispositions that all new school administrators must acquire and describes what all school administrators should know and be able to do. See N.J.A.C. 6A:9-3.4.

"Professional Standards for Teachers" means the knowledge, skills and dispositions that all new teachers must acquire and describes what all teachers should know and be able to do. See N.J.A.C. 6A:9-3.3.

"Program approval" means State authorization of an educator preparation program or its sponsoring organization to endorse and recommend program completers for certification.

"Progress toward completion" means that the emergency certified teaching staff member must demonstrate before renewal of the emergency certificate that he/she has completed the share of study needed per year to earn full certification within the years allowed for certificate renewal. The required "share of study" shall be equal to the number of credits remaining for full certification divided by the maximum number of years the specific certificate can be renewed. A minimum of six credits must be completed each year.

"Provisional certificate" means a two-year certificate issued to candidates who have met the requirements for initial employment but who have not yet met the requirements for standard certification. Provisional certificates are issued to newly-employed instructional, administrator, and educational services staff who are employed as part of a State-approved district training program or residency leading to standard certification. Provisional certificates are also issued to initially-employed educational services staff who have at least one year, but less than three years, of successful full time experience or the equivalent in another state under that state's standard certificates.

"Provisional Teacher Program" means the school-based training and evaluation program provided to all novice teachers during the first year of teaching in New Jersey.

"Provisional teaching year" means a year of full-time teaching under provisional certification required of all novice teachers before they can be approved for standard teacher certification.

"Regionally accredited college or university" means an institution of higher education accredited by one of the following regional accreditation associations:

1. Middle States Association of Colleges and Schools:
2. New England Association of Schools and Colleges;
3. North Central Association of Colleges and Schools;
4. Northwest Association of School and Colleges;
5. Southern Association of Colleges and Schools; and
6. Western Association of School and Colleges.

"Science major" means a college major in any of the physical or natural sciences.

"School leader" means an administrator whose position requires possession of a school administrator, principal, or supervisor endorsement.

"Secretary" means the Secretary of the New Jersey State Board of Examiners.

"Standard certificate" means a permanent certificate issued to a person who has met all certification requirements.

"State Board" means the New Jersey State Board of Education.

"Structured learning experience (SLE)" means experiential, supervised, in-depth learning experiences that are designed to offer students the opportunity to more fully explore career interests within one or more of the Career Clusters, as described in N.J.A.C. 6A:8-3.2, Career education and counseling. SLEs are designed as rigorous activities that are integrated into the curriculum and that provide students with opportunities to: demonstrate and apply a high level of academic attainment; develop career goals; and develop personal/social goals.

"Support resource program" means an educational program in which the primary instructional responsibility for the student shall be the regular classroom teacher with input from the special education teacher. The special education teacher shall provide modifications to the instructional strategies or testing procedures necessary in accordance with the student's IEP. A support resource program provided in the student's regular class shall be at the same time and in the same activities as the rest of the class.

"TEAC" means the Teacher Education Accreditation Council. TEAC is a national professional accrediting body for educator preparation.

"Teaching staff member" means a member of the professional staff of any district or regional board of education, or any board of education of a county vocational school district, holding office, position or employment of such character that the qualifications, for such office, position or employment require him or her to hold a valid and effective standard, provisional or emergency certificate, appropriate to his or her office, position or employment issued by the State Board of Examiners and includes a school nurse and a school athletic trainer.

"Technology discipline major" means any college major that concentrates on the application of scientific principles to solve problems. Majors including, but not limited to, engineering, computer science, information technology, design technology, aviation technology, military technology or industrial technology are acceptable technology discipline majors.

"Technology education" means instruction by a teacher holding the Technology Education endorsement and covering New Jersey Core Curriculum Content Standard 8.2 and the International Technology Education Association (ITEA) standards. Examples of the topics that can be taught under NJCCCS 8.2 include, but are not limited to, the nature of technology; technology and society, engineering and technological design; abilities for a technological world; energy and power; information and communication; and transportation, manufacturing and construction technologies. A technology education endorsement does not provide an endorsement to teach educational technology and/or computer and information skills.

Appendix E

Online Application Error Codes and Descriptions

ERROR CODE	ERROR DESCRIPTION
Login Page	
ERR001	Please enter your User ID and Password
ERR002	Please enter your User ID
ERR003	Please enter your Password
ERR004	Please enter a valid Password
ERR005	System could not find user with this User I.D. and Password
ERR036	Login failed due to database error. Please try later.
New User / Registration Page	
ERR006	Last Name required
ERR007	First Name required
ERR008	Gender required
ERR009	Date of Birth required
ERR010	SSN required
ERR011	Address Line 1 required
ERR012	City required
ERR013	State required
ERR014	Zip required
ERR015	Email Address required
ERR016	Secret Question required
ERR017	Answer for the Secret Question required
ERR018	SSN invalid
ERR019	Date of Birth format invalid. Should be in mm/dd/yyyy format
ERR020	Date of Birth invalid
ERR021	Date of Birth cannot be a future date.
ERR022	Date of Birth cannot be before 1900
ERR023	Email address invalid
ERR024	Zip invalid
ERR025	Zip invalid
ERR026	Home Phone invalid
ERR027	Work Phone invalid
ERR028	Work Phone Extension invalid
ERR051	Email Addresses provided do not match
ERR051	Reconfirm Email Address required
ERR074	Hispanic Ethnicity required
ERR075	Preferred Mode of Communication required
ERR076	Please indicate if you are a US citizen or not
ERR077	Please indicate if you have filed an Affidavit of Intent and Non-Citizen Oath
ERR078	Please indicate if you hold any degrees from a foreign country or not

ERR079	Please indicate if you have a Foreign Credential Evaluation report
ERR080	Mobile Phone invalid
ERR081	Please enter race information
ERR082	Please enter valid race information
ERR084	Please indicate if you have ever been convicted of a criminal offense in this or any other state or any other jurisdiction outside of the U.S.A
ERR085	Please indicate if you ever had a certificate revoked Or suspended in this or any other country.

Change Password Page

ERR029	All required fields missing
ERR030	Old Password required
ERR031	New Password required
ERR032	Verify Password required
ERR033	New Password and Verify Password don't match

New Certificate Page

ERR034	Certificate Type required
ERR035	Endorsement required
ERR073	You can apply only for a Certificate of Eligibility
ERR083	Please select a Certificate Group

Payment Page - Credit Card Page

ERR036	Credit Card Number required
ERR037	Credit Card Number invalid
ERR038	Credit Card Expiry Date required
ERR039	Credit Card Expiry Date invalid
ERR040	Name on Credit Card required
ERR041	Name on Credit Card invalid
ERR041	CVV Code required
ERR042	CVV Code invalid
ERR043	Address Line 1 required
ERR044	Zip required
ERR045	Zip invalid

Experience History Page

ERR051	Employer required
ERR052	Position required
ERR053	State required
ERR054	From Date required
ERR055	From Date invalid
ERR056	From Date cannot be future date
ERR057	From Date cannot be earlier than 1900

ERR058	To Date required
ERR059	To Date invalid
ERR060	To Date cannot be future date
ERR061	To Date cannot be earlier than 1900
ERR090	To Date cannot be earlier than From Date
ERR091	There was an error in trying to compare the From and To dates. Please re-enter the dates and Submit again

Education Summary Page

ERR062	College Name required
ERR063	Degree Type required
ERR064	State required
ERR065	GPA required
ERR066	Year of graduation required
ERR067	Year of graduation invalid
ERR068	Year of graduation cannot be future year
ERR069	Year of graduation cannot be before 1900
ERR070	GPA invalid
ERR071	GPA cannot be greater than 4.00
ERR072	GPA should be in the format x.yz